

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

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29 AUG 1983

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Mr. L. L. Mitchell
Assistant Administrator for
Federal Supply and Services
General Services Administration
Washington, D.C. 20406

Dear Mr. Mitchell:

It is with pleasure that I respond to your letter of 9 August 1983 concerning the use of commercial charge cards and travelers' cheques as the primary method of payment for government employee travel expenses. You and your staff are to be commended for development of a highly innovative approach to eliminate some longstanding problems associated with government travel.

Both the Director of Central Intelligence and I are fully committed to the reduction of travel costs and improvement of travel management within this Agency. We are anxious to learn of the outcome of your pilot program. It would be my hope, within security constraints peculiar to this Agency, that we could utilize the new payment system.

Please keep us advised as to your progress in this very significant area of travel administration.

Sincerely,

Harry E. Fitzwater

Harry E. Fitzwater
Deputy Director
for
Administration

DD/OF [] (25 Aug 83)
Rewritten/HEFitzwater:cn [] (29 Aug 83)

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